



A section of the Florida Fire Chiefs Association
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www.fapio.org

To whom it may concern,

The Florida Association of Public Information Officers' (FAPIO) Deployment Team has a vital role in assisting with numerous disasters throughout the state and the southeastern United States.

Your public information officer has expressed an interest in participating with the FAPIO Deployment Team.

The purpose of this letter is to clearly illustrate the requirements and obligations of being a member of this team and allow you to make an informed and quick decision about releasing your employee for when a deployment is indicated:

1. When the State Division of Emergency Management makes a request, the deployment team coordinator will contact your personnel directly with a request for activation. The member has three options to reply to the request: 1) I am available; 2) I am not available; or 3) I may be available but need to check with my employer first. Unless otherwise specified at the time of request, the team member is expected to be ready to deploy within two hours from the mission assignment.
2. Under certain circumstances a more rapid deployment may be deemed necessary by the State Emergency Operations Center (EOC) and authorized as a rapid activation. The time frame for this deployment is one hour.
3. The usual minimum deployment time is seven days. The team member will need to be self sufficient with food, water and transportation for a minimum of seven days.
4. When called, the team member will be provided with the type of emergency, incident location, deployment duration, the point of contact, the number of PIOs needed and **state tasking number**.

NOTE: No personnel can be deployed without a state tasking number. This number is an imperative part of the state's tracking system and reimbursement process. If a tracking number is not secured the mission is not authorized and the organization may not be eligible for reimbursement.

5. Every effort will be made to deploy team members who are located in the same region as the emergency however, this may not be possible if the entire region and the surrounding regions are affected. All team members deployed should be prepared to travel statewide if activated.

All team members should be familiar with both the State of Florida Public Information Officers Deployment Team Handbook, which can be accessed at <http://www.ffca.org/FAPIO/PIODeploymentHandbook.pdf> and the Statewide Emergency Response Plan (SERP), which can be accessed at www.ffca.org .

At this time we would ask that you sign this letter indicating your understanding of the member's obligations. In the event of a deployment the member must still obtain your permission to be deployed.

If there are additional questions please contact me at jrobshaw@sjcfl.us or Mike Jachles, FAPIO chair, at Mike_Jachles@sheriff.org.

Please email this letter to info@ffca.org or fax to the number above when completed, along with the completed application form.

Thank you for your continued commitment to the residents of Florida on a statewide basis.

Respectfully Submitted,

Jeremy Robshaw
Florida PIO Deployment Team Coordinator

_____ Deployment Team Member (Sign)	_____ Print	_____ Date
_____ Department Director (Sign)	_____ Print	_____ Date



Florida Association of Public Information Officers State PIO Deployment Team Application

Please fax completed application and letter of understanding to 386.676.5490 or email to info@ffca.org

Date: ___/___/___

State Region #: _____

All information is required.

First name Last name Title

Agency name County

Agency mailing address City Zip

Work phone Fax

Cell phone Home phone Primary email Secondary email

1. How many years have you worked as a PIO? _____
2. Will you have access to a department/agency vehicle if deployed? ___Yes ___No
3. List PIO training courses
Course: _____ Location: _____ Year: _____
Course: _____ Location: _____ Year: _____
Course: _____ Location: _____ Year: _____
4. List NIMS ICS courses
Course: _____ Date: _____
Course: _____ Date: _____
Course: _____ Date: _____
Course: _____ Date: _____
5. Other education/relevant experience _____
6. Are you a member of:
Florida Fire Chiefs' Association and/or Florida Association of Public Information Officers?
___Yes ___No
Florida Law Enforcement Public Information Officers Association? ___Yes ___No